Organizational Framework, Processes and Time

Content

Content Area

- Career Development
- Personal Social Development
- Academic Development

Program

Program Components and Sample Processes

Guidance Curriculum

- Structured Groups
- Classroom Presentations

Individual Planning

- Advisement
- Assessment
- Placement & follow-up

Responsive Services

- Individual Counseling
- Small group counseling
- Consultation
- Referral

Systems Support

- Management Activities
- Consultation
- Community Outreach
- Public Relations

_Structure

Structural Component

- Definition and Mission Statement
- Facilities
- School and Community
- Advisory Committee
- Resources
- Staffing Pattern
- Budget

Michigan School Counselor Association Recommended Distribution of Total Counselor Time

	Elementary School	Middle/Junior High School	High School
Guidance Curriculum	30-40%	20-30%	15-25%
Individual Planning	5-10%	15-25%	25-35%
Responsive Services	30-40%	30-40%	30-40%
Systems Support	15-20%	15-20%	15-20%
Total	100%	100%	100%